

Management System: Safety and Health**Subject Area: Integrated Safety Management System (ISMS)
Description****Procedure: Purchasing Personal Protective Equipment****Issue Date:** 5/15/14
Issue: 2**Lead Subject Matter Expert:**
Ed Skintik**Management System Owner:**
John Sattler**1.0 Applicability**

This procedure applies to all Federal employees duty-stationed to the Environmental Management Consolidated Business Center (EMCBC). This procedure will extend to employees at EMCBC-supported sites if that site chooses to adopt this procedure. This procedure establishes the process for purchasing Personal Protective Equipment (PPE) such as safety shoes and prescription safety glasses. It is not the intent of the procedure to include PPE such as respiratory devices provided through the site contractor with the appropriate hazard analysis, training and fit-testing requirements or other “standard” PPE such as hard hats or gloves.

Cost reimbursement is only applicable for reasonable PPE expenses. As a guideline, the cost of safety shoes should not exceed \$135.00 plus tax. For the purchase of prescription safety glasses, the cost of the medical examination, frame (with side-shields) and corrective lenses should not exceed \$350.00 plus tax. Occasionally the special needs of an employee may require additional expense. This expense is at the supervisor’s approval provided the PPE meets the specifications as outlined by the EMCBC FEOSH Health and Safety representative. In addition, cost reimbursement for worn PPE is only applicable for ordinary wear or loss of serviceability due to work performed as part of EMCBC duties.

2.0 Required Procedure

Step 1	The employee should contact the EMCBC FEOSH Health and Safety representative to identify the potential need for PPE and recommendations for the appropriate PPE to protect the employee from hazards identified in the workplace.
Step 2	The EMCBC FEOSH Health and Safety representative shall recommend the appropriate PPE and determine if a Job Hazard Analysis for a PPE Assessment is necessary.
Step 3	The employee shall inform the employee’s supervisor of the necessary PPE, cost and other pertinent information needed.

Step 4	The employee's supervisor shall review the information, approve or deny the request and identify the appropriate funding source.
Step 5	Upon approval by the supervisor, the employee shall contact the organization's P-Card holder and provide a list of available sources, the item needed, and the associated cost.

3.0 References – Forms/Attachments/Exhibits

3.1 Requirements

- 3.1.1 Title 10 CFR 851 - DOE Worker Safety and Health Program
- 3.1.2 Title 29 CFR 1910.136 (b) - Foot Protection, Criteria for Protective Footwear
- 3.1.3 Title 29 CFR 1926.96 - Occupational Foot Protection

3.2. Forms

- 3.2.1 Job Hazard Analysis for PPE

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the OTSAM (or Applicable Field Office) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
ADM 23-01-A	P-Card Holder Files	Applicable P-Card Holder	N/A
ENV 1b4b	Safety Analysis records – Job Hazard Analysis	OTSAM or Applicable Field Office	N/A

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Purchasing Personal Protective Equipment**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev No.	Description of Changes	Revision on Pages	Date
0	Initial Policy	All	05/20/2008
1	In March, 2010, submitted revision and received concurrence as Policy. Request was made to revise from Policy to Implementing Procedure. Procedure was updated for references and added job safety analysis for PPE to the procedure.	All	01/21/2011
2	Document reviewed and revised to meet new EMCBC Management System format.	All	5/15/2014